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## Personnel Welfare Committee 1997-1998

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### **Pre-Microfilm Inventory**

**Collection:** Bowling Green State University  
Administrative Staff Council, UA-022

**Location:** Bowling Green, Ohio

**Title of Series:** Personnel Welfare Committee

**Inclusive Dates:** 1997-1998

**Format:** ☐ Bound ☒ Loose

**Order:** ☐ Alpha ☒ Chronological ☐ Numerical

**Index:** ☐ Included ☐ Separate ☒ None

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#### *Notes*

1. Colored Ink
2. Highlighter

Center for Photochemical Sciences

May 11, 1998

Memorandum

To: Dr. Charles Middleton  
Provost

From: Pat Green   
Chair, ASC Personnel Welfare Committee

On behalf of Administrative Staff Council I am forwarding, with great pleasure, the new administrative staff handbook recommendations. These recommendations include a new section on the Administrative Staff Compensation Plan, new grievance recommendations for non-compensation issues, and changes for the current maternity/paternity and fee waiver policies. These documents were approved by Administrative Staff Council on Thursday, May 7, 1998. We would like very much for these to go to the Board of Trustees for approval at the June meeting.

I understand from Becca Ferguson that the Administrative Compensation Group is meeting again on May 18 and will review these documents (hopefully) for the last time and with no major revisions. I also understand the Cabinet must approve them before going to the Board of Trustees. I will work with Becca to keep up to date on the process.

Once again, I can not say enough about the benefits of collaboration. The value of collegiality and the spirit of participatory leadership not only model the university's core values, but create an environment where staff feel valued and can be more productive. Please express my thanks to all the members of the Administrative Compensation Group. I also want to acknowledge Becca, Dorina and Pat in Human Resources for taking the amount of time necessary to ensure the success of this project. I am glad I had the opportunity to be an active part of this "first ever" venture. We certainly have come a long way!

I am also extremely grateful to the members of the Personnel Welfare Committee for all their hard work. I want to take this opportunity to recognize them. The members are Paul Lopez, Joyce Kepke, Sandy LaGro, Sharon Hanna, Ann Betts, and Inge Klopping. It has been a very rewarding year for all of us.

Thank you.

PG:aaf

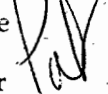
Enclosures

cc: Deb Boyce  
Judy Donald  
Becca Ferguson  
Sandra MacNevin - Enclosures  
Duane Whitmire

  
Center for Photochemical Sciences

June 3, 1998

## Memorandum

To: Duane Whitnire   
From: Pat Green, Chair  
ASC Personnel Welfare Committee  
RE: 1997-98 Final Report

This year has been extremely busy and productive for the Personnel Welfare Committee. While there were many issues for PWC to consider, we decided to concentrate on issues related to the compensation plan, developing a new complaint process for non-compensation issues, and taking a first look at the issues of placement and progression through the pay ranges. We began to examine the merit early on, but decided until other compensation issues were taken care of and the new performance evaluation tool had completed a one-year cycle, it would not be productive.

We killed a lot of trees, but we really accomplished a first for all of administrative staff. An entirely new section of the ASC Handbook was created to address policy and procedures for the compensation plan, the re-evaluation process, and resolve differences more positively. In addition, a new policy for addressing non-compensation issues was written. After nine months of hard work, these have been forwarded to the Board of Trustees for approval at the June meeting. The nine months represent collaboration between PWC, Human Resources and the administration -- a first ever. Therefore, the documents that have gone forward are ones that have been agreed upon by all groups. In the past as you are aware, handbook changes were written by PWC, approved by ASC and forwarded to the administration. Frequently, the document that was sent forward for Board approval was very different from the one approved by ASC. This time with some minor editorial corrections for clarity and no substantive change in meaning from the administration, the documents truly represent the combined efforts of the groups. The documents forwarded to the Board will serve all staff well, operationalize the compensation plan, and create a more effective and collaborative way to handle non-compensation complaints.

In the memo of transmittal from the Provost's office to President Eibeau, Acting Provost Steve Richardson said, "These two documents are products of a very fruitful collaboration among representatives of Administrative Staff Council and University administration. Their implementation will clarify and extend existing policies and will be an important step in our continuing efforts to enhance the campus climate."

PWC has also begun work on placement and progression issues. Since implementation of the compensation plan, new staff are being hired at competitive salaries. It is clear, however, that some staff who have been here for a number of years have not been adequately compensated. Therefore, PWC is planning to put forth a proposal to remedy this, as well as help define the criteria for progression through the pay ranges to the midpoint. We will be working in conjunction with Human Resources. The current PWC has agreed to work this summer so we will not lose momentum. The members of the committee have also agreed to serve next year for continuity.

The suggested birth/adoption and fee waiver policy changes are not being sent forward to the Board this year. Next year Donna Wittwer is going to evaluate the leave and other policies that involve all constituent groups in an effort to clarify the policies and achieve some consistency.

While this has been a productive year, it is another beginning. Next year's goals should include the following:

- Continue the positive collaboration with Human Resources and the administration
- Work with Human Resources to develop training for all staff on the new policies
- Focus primarily on the development of the placement/progression plan to present to the Board of Trustees next year for implementation in the 1999-2000 salary year
- Follow up on the handbook changes that were not submitted for Board approval this year

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June 3, 1998

I also recommend that the Executive Committee:

- Establish an ad hoc committee to examine the issues of merit. The current document is contradictory and apparently quite different from what ASC passed. This is an issue of such magnitude that it should be the focus of a group and overlap with the evaluation of the performance evaluation tool. Further, this should be done in collaboration with Human Resources.
- Identify immediately staff members who will be the first fifteen members of the Administrative Staff Advisory Team in the re-evaluation process. These staff members will have to be trained as soon as possible.
- Establish an ad hoc committee to work with Human Resources to revise and reorganize the entire handbook.

I would be greatly remiss if I did not acknowledge the time and effort by the members of the committee. They have been great! I want to thank Paul Lopez, Ann Eetts, Joyce Kephe, Sharon Hanna, Sandy Lagro, and Inge Klopping. I also want to thank Patti Antney for all her work on the progression data and agreeing to be on PWC right now. The committee is a great cross section of the university. I also can not thank Becca Ferguson, Donna Wittwer and Pat Patton enough for going above and beyond in collaborating with us and advocating for administrative staff.

In conclusion, if there were an award for a committee who portrayed the motto for the year--Action and Success through Collaboration--PWC would win hands down!

PG:aaf

cc: Deb Boyce  
Rebecca Ferguson